

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Supervising Operations Engineer - HVAC****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans and coordinates operations, maintenance and repair activities for multiple facilities with City employees and vendors. Provides emergency maintenance support of building systems and manufacturers equipment. Establishes operating procedures and policies and maintains security records, databases, back up and archive copies of all software and data.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code	ESSENTIAL FUNCTIONS
1 L	Supervises by overseeing work operations, assigning tasks, allocating assets and resources to meet changing requirements, meeting daily operational commitments through the use of computerized building systems, personnel, and vendors, and ensuring subordinate knowledge and capability in applicable hardware and software.
2 M	Maintains HVAC systems by instructing personnel on preventative maintenance, performing preventative maintenance on HVAC equipment, cleaning, greasing, lubricating, changing belts, pulleys, bearings and linkages, starting up units, inspecting for proper operation, checking thermostats and controllers, adjusting, removing and replacing defective electrical and pneumatic control devices, pumps, motors, fans, dampers, sensors, switches and programmable logic controllers, and inspecting, servicing and repairing smaller facilities HVAC equipment including boilers, air handlers, air conditioning units, heat pumps, and fan coil units.
3 M	Maintains operations of multiple heating and cooling plants by checking the operation of boiler systems, chiller systems, associated pumps, motors, fans, cooling towers, controllers and starters, and overseeing the operation the the City's Central Energy Plant and Thermal Storage System to ensure maximum energy savings.
4 M	Maintains the security systems by adjusting, repairing or replacing the component levels of all video surveillance equipment, intercom systems, access control systems and fiber optic receivers and transmitters.
5 S	Assists chief operating engineer by assisting with project administration, preparing bid packages, specs and other official documents, and processing invoices and service tickets for vendor payments.
6 M	Performs other duties by scheduling the maintenance, operation and repair of decorative fountains, cleaning fountains and pumping systems, performing preventative maintenance and repair to fountain system, motors, pumps, valves, controllers, spray bars and nozzles managing a lease fleet of vehicles assigned to the city hall complex for use by all departments, maintaining lease records, generating reports for departmental billing, and supervising the operation and maintenance of emergency generators.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years experience in the supervision of a technical field.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical manuals, blueprints, bid documents, contract specifications, invoices and other technical documentation.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as college level geometry and algebra.
Writing	Work requires the ability to write bid documents, specifications, letters and log book entries.
Managerial	Managerial responsibilities include assisting with the planning of special projects, managing engineers on rotating swing shifts and planning repairs and maintenance efforts.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, brokers and sales representatives.

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Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	R	Changing filters and oil, greasing parts, repairing equipment and cleaning, working on wall or unit mounted controllers
Sitting	C	Computer, desk work, inventory, log updates, work on control room pc
Walking	C	Within work environment to reset equipment
Lifting	O	Equipment, parts, supplies, tool bags, tools, buckets, boxes, ladders, cleaning equipment, duct work, dolly, filters, blueprints, documents, files, reports, connections, plugs, cables, computer boards, motors, controllers, vacuum, manuals
Carrying	O	Equipment, parts, supplies, tool bags, tools, buckets, boxes, ladders, cleaning equipment, duct work, dolly, filters, blueprints, documents, files, reports, connections, plugs, cables, computer boards, motors, controllers, vacuum, manuals
Pushing/Pulling	R	Carts, dolly
Reaching	O	Tools, parts, ladders, blueprints, manuals
Handling	F	Operating and maintenance manuals, building blueprints, completed project documentation, files, documents, books, binders, reports, invoices, service tickets
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	O	Working in mechanical equipment room with units and associate pumps, pipes, electric motors and controllers, cleaning
Crouching	O	Working in mechanical equipment room with units and associate pumps, pipes, electric motors and controllers, cleaning, vacuuming air ducts, repairing and maintaining equipment
Crawling	R	Working in mechanical equipment room with units and associate pumps, pipes, electric motors and controllers, cleaning, duct work
Bending	O	Working in mechanical equipment room with units and associate pumps, pipes, electric motors and controllers, cleaning, duct work
Twisting	O	Working in mechanical equipment room with units and associate pumps, pipes, electric motors and controllers, cleaning, in duct work and HVAC
Climbing	C	Ladders, stairs
Balancing	F	Ladders, stairs, walking on rooftops, wet surfaces
Vision	C	Computer, desk work, reading, filing, interpreting graphic and text based computer information
Hearing	C	Co-workers, staff, supervisors, meetings, equipment alarms, building intercom calls
Talking	C	Co-workers, staff, supervisors, customers, shop personnel, contractors

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<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY CODE</b>	<b>DESCRIPTION</b>
Foot Controls	C	Climbing ladders, stairs and wet surfaces
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, hand tools, pneumatic test kits, multimeter (volts, amps, ohms), Computerized Energy Management software including: Johnson Control's Metasys, Seimens Corporation \"Apogee\", Invensys Corporation \"Wonderware\", Trane \"Tracer\", Albertain \"BACnet\", Triangle Micro-systems; Card Access Control software including: IdentiCard 9000, Simplex; Elevator Monitoring software including: Motion Control Systems Remote Monitoring software, World Electron's Diagnostic software for Montgomery Kone Elevators, Otis Elevator Diagnostic software; also Micro-graphics' Designer7, Draw-6, AutoCad Lite

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	W	Extreme Temperatures	W
Electrical Hazards	W	Noise and Vibration	D
Fire Hazards	M	Fumes and Odors	W
Explosives	N	Wetness/Humidity	W
Communicable Diseases	N	Darkness or Poor Lighting	W
Physical Danger or Abuse	S		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	X
Vehicle	X
Outdoors	X
Other (see 2 below)	--

- (1)  
(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Steel toe boots/shoes, goggles/eye protection, ear protection/earplugs, face shields, ground fault interrupter

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)